



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 1-05-79	1. Agency Address Georgia Ports Authority Operations Division, Container Central Post Office Box 2406 Savannah, Georgia 31402	Application Number 79-15	
Application Number 57		Date Received JAN 19 1979	Date Completed FEB 16 1979
2. Person to Contact E. Pat Ward		Working Title Container Central Manager	Telephone Number 964-1721, # 343
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974		5. Records Series Title (followed by title used in office; if different) Interchange File	
Latest To Date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Warehouses - Garden City Terminal and Ocean Terminal, Savannah State Docks & Railroad Company, Augusta State Docks - Barge Terminal, Bainbridge State Docks - Barge Terminal & Brunswick State Docks & Warehouses. He also handles the function of leases, including negotiating leases for all division of the Port Authority, and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority. The Container Central Manager is responsible for the overall operation of the Container Central Complex and Field Division. Engages in a variety of planning activities, analyzes ship schedules, container volume, growth, recommends construction, sets internal operating procedures, maintains liaison with all segments of shipping industry.			
7. Record Series Description Documents relating to: included are: File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. History of when a container was received on GPA property or when the container was removed. Truck line transporting containers, what chassis came in with container, or if the container was received without chassis, driver's name and damage noted on either container or chassis when interchanged. Chronologically	
8. Monthly Reference Rate One to six months old <u>12</u> ; seven to twelve months old <u>8</u> ; thirteen to twenty-four months old <u>4</u> ; twenty-five months and older <u>2</u> ?		How often are records referred to which are: 	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>12 legal boxes</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value? Long term.
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Shipping agency and carrier.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|--------------|
| a. State Law | <u>4</u> years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

The Interchange records are usually involved in a damage which would result in a claim. Claims are retained for four years; therefore, interchanges should be retained for same period. In addition, reference rate seems to remain on a monthly basis for records which are two years old.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other month then,

- ☒ Hold in the current files area 6 month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold 3 1/2 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>CS Head</i>	<i>11-17-79</i>	<i>Carol Thompson</i>	<i>1-09-79</i>

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	<i>2-15-79</i>
Secretary of State/Designee	<i>Carroll Hart</i>	<i>2-13-79</i>
Attorney General/Designee	<i>[Signature]</i>	<i>2-15-79</i>

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)